

DAVIS COUNTY RATING AND RANKING CRITERIA 2007-2008 PROGRAM YEAR

Applicant Name:

Project Description:

CDBG Funds Requested: \$

Total Project Cost: \$

Total Score:

Rank:

1. Capacity of Project Manager to carry out the grant (10 Point Max)

10 Points- Previous grant administration has been very successful.

7 Points- Previous grant administration has been successful.

5 Points- Previous grant administration has been moderately successful.

3 Points- Unsuccessful grant administration but has documented improvement.

<u>Sub-Committee</u>	<u>COG Points</u>

2. Job Creation, Retention/Training (20 Point Max)

2 Points for every permanent job created (# of jobs _____).

.5 Point for every job skills/training created (# of job skills/training _____).

<u>Sub-Committee</u>	<u>COG Points</u>

3. Housing (20 Point Max)

2 Points for every housing unit improved or expanded; new housing units constructed, rehabilitated, or made accessible to LMI residents (# of housing units _____).

<u>Sub-Committee</u>	<u>COG Points</u>

4. Moderate Income Housing Plan Implementation (7 Point Max)

7 Points- Adopted Moderate Income Housing Plan AND the project is addressed in the plan.

3 Points- Adopted Moderate Income Housing Plan, the project is not addressed in the plan.

<u>Sub-Committee</u>	<u>COG Points</u>

5. To What Extent does the project meet ONE of the national objectives?

10 Points awarded to any project that **ELIMINATES SLUM OR BLIGHT**.

10 Points awarded to any project that has a **URGENT HEALTH AND WELFARE NEED**.

<u>Sub-Committee</u>	<u>COG Points</u>

LMI BENEFIT- AT LEAST 51% OF THE BENEFICIARIES HOUSEHOLD INCOME IS AT OR BELOW THE AREA MEDIAN INCOME.

Moderate Income: _____ % x 20 Points = _____.

Very Low Income: _____ % x 40 Points = _____.

Extremely Low Income: _____ % x 80 Points = _____.

Presumed LMI Beneficiaries: _____ % x 45 Points = _____.

6. Project Maturity/ Application Quality (6 Point Max Deductions)

ALL PROJECTS THAT DO NOT SUBMIT THE MINIMUM APPLICABLE REQUIRED ELEMENTS WILL HAVE POINTS DEDUCTED.

-1 Point- Detailed scope of work.

-1 Point- Construction Projects: (1) procurement of engineer or architect, (2) detailed engineer/architect's cost estimate, (3) site plan, (4) map of area.

-1 Point- Non-Construction Projects: (1) detailed cost estimate, (2) map of area, (3) pictures.

-1 Point- Ready to proceed immediately.

-1 Point- Matching funds have not been committed/secured.

-1 Point- Assigned project manager has not played a major role.

<u>Sub-Committee</u>	<u>COG Points</u>

<u>Subtotal</u>	<u>Subtotal</u>

7. Financial Commitment to Project (8 Point Max)

PERCENT OF NON-CDBG FUNDS INVESTED IN THE TOTAL COST OF THE PROJECT IDENTIFIED IN THE PRE-APPLICATION; ENTIRE PROGRAM COSTS/PROFITS ARE NOT CONSIDERED.

Jurisdiction Population is 10,000 persons or less:

- 8 Points- More than 21%
- 6 Points- 11-20%
- 4 Points- 6-10%
- 2 Points- 5% or less

<u>Sub-Committee</u>	<u>COG Points</u>

Jurisdiction Population is 10,000-20,000 persons:

- 8 Points- More than 41%
- 6 Points- 21-40%
- 4 Points- 11-20%
- 2 Points- 10% or less

Jurisdiction Population is 20,000 persons or more **OR** Social/Public Service/Non-Profit Organization:

- 8 Points- More than 71%
- 7 Points- 56%-70%
- 6 Points- 46%-55%
- 4 Points- 26%-45%
- 2 Points- 25% or less

8. Quality Growth Principles (10 Point Max)

- 5 Points-** Community is recognized as a GOPB "Utah Quality Growth Community".
- 2 Points-** Community plans coordinate and cooperate with other governments for planning and land-use (documentation in application).
- 2 Points-** Efficient infrastructure development i.e. water and energy conservation methods.
- 2 Points-** Housing opportunity and affordability incorporated into community planning.
- 2 Points-** Community incorporates protection and conservation of water, air, critical lands, important agricultural lands, and historic resources.

<u>Sub-Committee</u>	<u>COG Points</u>

9. Capital Improvement Plan/Consolidated Plan Conformity (6 Point Max)

- 6 Points-** Project evaluates and/or updates a municipality's General Plan.
- 5 Points-** Project enhances Community Infrastructure thereby the health, safety, and quality of life of lower income citizens.
- 4 Points-** Project supports existing activities; part of a larger overall plan.
- 3 Points-** A planning project that updates or creates a municipal Economic Development Plan.

<u>Sub-Committee</u>	<u>COG Points</u>

10. Recent CDBG Funding (3 Point Max)

- 3 Points-** The applicant has not received CDBG funding since 2004.
- 2 Points-** The applicant has not received CDBG funding since 2005.
- 1 Point-** The applicant has not received CDBG funding since 2006.

<u>Sub-Committee</u>	<u>COG Points</u>

<u>Total</u>	<u>Total</u>

CDBG Rating and Ranking Application Instructions

Capacity of grantee to carry out the grant

Poorly administered grants in the past must show improved administration capabilities through third party administration contracts to get partial credit. In order to receive new funding, previous grantees must have drawn down at least 50% of their prior years CDBG grant funds at the time of COG rating and ranking.

Job Creation/Training

Credit will be given to projects that create or retain jobs, and/ or job skills for Low to Moderate Income persons, 51% of jobs created have to be available to LMI persons.

- A permanent job is considered to be any 30-hour per week entry-level position that lasts at least 50 weeks. This position must pay at least 1.5 times the minimum wage (including benefits) and would be eligible to any low to moderate-income person with or without a high school degree.
- Job skills' training is an activity that prepares any person for a job. The project or applicant must spend 5% of their budget or staff time devoted specifically to teaching persons of low to moderate income this skill. If credit is being requested for both job and social skills training the applicant must spend 10% of their budget or staff time.
- Social skills' training is an activity that incorporates social skills training to prepare a person for a job. The project or applicant must spend 5% of their budget or staff time devoted specifically to teaching persons of low to moderate income this skill. If credit is being requested for both job and social skills training the applicant must spend 10% of their budget or staff time.

Improvements or Expansion of Housing Stock

Points based on number of units constructed, rehabilitated, or made accessible to low and moderate-income residents.

Compliance with House Bill 295, Moderate Income Housing Plan Implementation

As of July 1, 2004 House Bill 295 requires all cities and counties to have a Moderate Income Housing Plan that addresses the problems associated with the availability of affordable housing in their communities. Those applicants that have prepared and adopted a plan and who are applying for a project that is intended to address some element of that plan will be given additional consideration.

To what extent does the project meet one of the national objectives?

Refer to the Utah Department of Community and Economic Development 2006 CDBG "Application Procedures and Policies" Ch. 3 National Objectives, Eligible Activities and Individual Federal Compliance Requirements for a complete description of applicable activities.

- Benefits to Low and Moderate Income Persons (LMI). Projects are awarded points based on the percentage of very low, low, and moderate-income persons directly benefiting from the project. In order to qualify for this national objective 51% of the beneficiaries have to qualify as LMI. *Refer to Appendix C of the above-mentioned "Application Procedures and Policies" for county income data.
- Elimination of Slum and/or Blight. A project is awarded 10 points if it performs activities on a spot basis for those areas designated as slum or blight, OR if the activity is included in the urban renewal plan.
- Urgent Health, and Welfare Needs. A project is awarded 10 points if it improved the health and/or safety standards of the community. Federal guidelines require that "...existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs".

Matching Dollar Contribution

Points are given to applicants that document that they can leverage CDBG funds by providing a cash match to the request for CDBG funding.

Project Maturity/Application quality

Each application MUST include a specific detailed scope of work (narrative description of project and detailed engineer's cost estimate), explanation of other funding sources, engineering services, and have an assigned project manager. Is the proposed project ready to implement and can it be completed in a timely fashion?

Quality Growth Principles

Communities that demonstrate their desire to improve through the use of these programs will be given additional points. Also those communities that participate in the Quality Growth Communities Program will be given additional credit.

Overall Benefit

Points awarded for projects that augment or enhance existing programs or plans. Extra points are allowed for those projects that result in a greater good by spreading a positive impact beyond the border of the specific project area or the community in which they are located and in fact may have countywide or even regional influence.

Eligible Applications/Applicants

The Davis County COG accepts and reviews all eligible applications, but places an emphasis on three types of CDBG eligible activities, based on the determined Rating and Ranking Criteria. These activities include supporting the development and expansion of social services and affordable housing throughout the county, revitalizing the existing downtown area to prevent urban blight, stimulate economic development, and improve the quality of life. Other projects that create new low-income jobs, improve community standards, are a part of a comprehensive Master Plan, and are supported by other funding sources have priority as well, and lastly are those projects that involve infrastructure replacement in LMI areas. Each year the Davis County priorities will be re-evaluated to ensure and maintain county needs.

Required Information:

Federal and State guidelines for CDBG applications require that various types of information are provided with the applications. While it would be beneficial for applicants to have as much of this information prepared as early as possible, the Davis County COG will not be concerned with seeing that all Federal and State required details for applications be provided. Applicants should be aware, however, that these details will need to be provided to the Utah DCD when the applications are forwarded to that office. The information that will be required by the Davis County COG for CDBG applications is as follows:

- A completed Utah HCD application form found in the State's CDBG "Application Procedures and Policies".
- A determination from WFRC indicating the eligibility of the proposed project.
- All projects must meet one HUD National Objective described in the State's CDBG "Application Procedures and Policies".
- A summary, no longer than three pages, describing the proposed project including an architect and/or engineer's estimate, if a construction project.
- All projects must be included in the Consolidated Plan under the "Capital Investment Plan" for Davis County. The Capital Investment Plan must be formally adopted by fall and submitted to WFRC no later than October 1.
- Written documentation/evidence needs to be included in order to receive points for each of the 10 Rating and Ranking Criteria.

Application Review Process

The full COG shall appoint a subcommittee composed of local government leaders (mayors and/or county commissioners) whose jurisdictions do not submit applications for CDBG funding. The subcommittee shall be appointed by the December or January COG meeting. The subcommittee, typically composed of five COG members, will review any applications received and will recommend to the COG which, if any, should be funded based on Rating and Ranking Criteria.

The subcommittee shall meet in January or February of each year in order to review the applications and determine recommendations to the COG. The Davis County COG staff, and any other staff that the subcommittee members may desire to have participate, shall work with the subcommittee in gathering information, compiling, and assisting as necessary.

The subcommittee shall review and prioritize all eligible projects based on the Davis County COG - CDBG Rating and Ranking Criteria worksheet and policy document. These criteria are intended to help implement the CDBG funding priorities outlined above. The subcommittee may recommend modifications to the Criteria for future funding cycles. Any modifications must be approved by the full COG.

The subcommittee shall recommend to the full COG by February which applications should be funded and to what extent. After receiving the recommendations from the subcommittee, the full COG will then determine the final allocation of funds.

Applicants

Only Davis County local government bodies may apply. Clearfield City, Layton City, and any other organization determined by HUD to be an entitlement body, may not apply. A local government body may sponsor another organization that meets the HUD eligibility requirements, but only if the proposed project benefits Davis County residents and/or is located within Davis County. As these funds are allocated for the benefit of Davis County residents, the COG may reject outright any petition from a body that does not have a physical presence in Davis County. Those applicants requesting funds for operation costs will be considered at a lesser priority. Only 1 (one) project per municipality will be eligible per funding cycle, exceptions may apply.

Applicants, when asked, will be invited to meet with the Rating and Ranking Committee and staff to make a brief (under 10 minute) presentation of the proposed project. These applicants will need to be prepared to answer questions related to the project i.e. scope of work, status of matching funds, project significance and how it benefits the community. Interviews will take place in February. Each sub-committee member may visit at least two applicant project sites in order to better understand each project. The sub-committee member will randomly choose two projects that are in their geographic area.

Allocation

Grant requests shall be limited to \$150,000 dollars per funding cycles, per eligible entity. No grant shall be awarded for less than \$30,000 dollars per funding cycle. Multi-Year projects will be limited to a maximum of a 2-year allocation. No more than 10% of the grant can be designated for administration costs, all administration costs must be broken out from the rest of the project costs when preparing the budget.

Project Report

At the completion of every project, awarded applicants are required to prepare and present a Project Report to the Davis COG (possibly to other committee's or agencies as requested by the COG). This report will need to include a project summary, before and after pictures, and a quantitative summary of the populations that benefited from the project. Those grantees that fail to give a project report following project completion will be docked 15 points in all future applications until report is given.